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ATTACHMENT 5

PLAN TO ADMINISTER AND CONTROL
GOVERNMENT-PROVIDED PARKING SPACES
IN THE ROSSLYN AREA

Section I : Assignment, Distribution and Control of Parking Permits

Section II : Policing of Government-Provided Parking Spaces

Section III: Enforcement of Rosslyn Parking Regulations

Section IV: Proposed Regulation [Amendment to HR

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Section I: Assignment, Distribution and Control of Parking Permits

25X1 1. The Logistics Services Division, Office of Logistics (LSD/OL) as the Agency Parking Control Office will make block assignments of vehicle parking spaces or areas, to include issuance of printed permits, to interested Agency components within the framework of Headquarters Regulation as amended. Such assignments and distribution of permits will be made with the following priorities:

a. Those Rosslyn-based personnel currently holding parking permits for spaces within buildings or areas to be leased by the Government for employee parking, will be allowed to retain their permits until such time as they are transferred from Rosslyn to some other area, or otherwise change their eligibility status by resignation or some other means.

b. Permits for the additional parking spaces acquired will be immediately 25X1 issued by the Agency Parking Control Office to activities involved on a basis designed to reflect an accurate pro rata distribution by Directorate and component population totals. At the time this distribution is made, those parking permits held by employees for spaces in buildings or areas which become Government-leased facilities will be considered in order to achieve a proper and equitable adjustment by component.

c. Parking permits obtained by the process of attrition will be re-issued by the Agency Parking Control Office to activities on the same pro rata distribution basis.

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d. Approximately five parking permits within one designated building or area will be retained by the Agency Parking Control Office as a contingency reserve for assignment only when authorized by the Deputy Director for Support or his authorized designee.

2. Each Directorate or component as appropriate would in turn be responsible for assigning and distributing, in accordance with existing policy, its own allocation of parking permits to personnel considered eligible.

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Section II: Policing of Government-Provided Parking Spaces

1. The Agency assigned General Services Administration (GSA) Special Police Force, augmented as required, will provide a daily roving patrol for the purpose of checking all Government-provided parking spaces to ensure proper utilization. The patrol will make a physical check of all spaces at least once each working day during normal working hours.
2. Parking violations noted by or reported to the patrol will be immediately referred to the Rosslyn-based representative of the Agency Parking Control Office for appropriate action.
3. While physically occupying parking spaces, all Agency employees authorized to have permits for Government-provided parking shall keep the permits displayed within their vehicles in a prominent location so as to be visible through the windshield.

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Section III: Enforcement of Rosslyn Parking Regulations

1. The Agency Parking Control Office shall contract or otherwise arrange with a Rosslyn-located garage or service station facility for reasonably priced towing service on an as required basis for the purpose of removing and holding illegally parked employee-owned vehicles. The contract shall provide that any towing fees will be charged directly to the vehicle owners, and that under no circumstances shall any charges be billed to the Government.

2. Upon notification by the GSA Special Police Force that parking violations have been committed, the Agency Parking Control Office shall take action to invoke the appropriate penalties in accordance with HR (as amended), i.e., revocation of parking permits or removal from the premises of the offending vehicles.

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3. In all cases where vehicles are removed from the premises as a result of parking violations, the owners involved shall be notified accordingly, and shall be advised as to where the vehicles are being held and the extent of the charges.

4. The Agency Parking Control Office shall exercise good judgment and restraint to ensure that any offending vehicle ordered removed from a parking space is in fact owned by an Agency employee. In all such cases, ownership of a vehicle must be determined prior to removal action.

5. In any event, first offenders shall be issued warnings that future violations of parking regulations will result in use of the maximum penalties as provided by the regulations.

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Section IV: Proposed Regulation [Amendment to HR

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Renumber present subparagraph (3) to number (4) and insert the following as the new subparagraph number (3).

"(3) Rosslyn Area Buildings. Parking in Government-controlled parking spaces in the Rosslyn area is governed by Agency regulations as prescribed herein. Assignment of a permit to use such parking spaces is a privilege and not a right of any individual. These regulations are promulgated to protect, insofar as possible, the parking privilege granted to permit holders and others. Parking privileges may be withdrawn if abused by failure to comply with instructions and regulations.

(a) Rosslyn area parking permits are valid only in the designated building or parking areas and spaces for which issued. Individuals issued permits are responsible for the validity of the permits in their possession. Any permit becomes liable to invalidation by virtue of a violation of these regulations, recorded loss, mutilation, or change in the assignment or employment status of the individual to whom the permit was issued. The user of an unauthorized Rosslyn area parking permit is subject to the penalty of having his car towed away at his own expense, or revocation of any parking permit that may have been issued to him, or both.

(b) Parking Procedures. The types of parking in the building or parking areas in Rosslyn are as follows:

(1) All spaces or sections designated as "reserved by number", are individually reserved for permit holders. Unauthorized persons are prohibited from parking in reserved spaces at any time.

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(2) No parking permit is required to park in sections identified by posted signs for visitors. Parking in sections for visitors shall not exceed the time limit of three hours, indicated by posted signs at these locations; except by special permission of the police officer on duty. Only nonoccupants of specified Rosslyn buildings are recognized as bona fide visitors, except that newly assigned personnel shall be regarded as visitors on their first day of duty.

(3) A valid parking permit is required to park in all authorized parking spaces or areas, except in visitors spaces as described in (2) above. A permit must be conspicuously displayed so as to be visible through the windshield while parked in an authorized space. A valid parking permit, for purposes of this regulation, is a permit issued by the Agency Parking Control Office to park in a designated area and/or space. The permit is transferable only in the case of properly registered car pools, or on a temporary basis to others during periods when the permit holder plans to be temporarily absent.

(4) Vehicles shall be parked inside the marked parking areas. Parking in the area other than designated spaces and parking in aisles, or in such a manner as to block, or partially block such aisles is prohibited. While in parking areas, drivers will comply with directions of the special police, posted signs, and shall observe normal road courtesy and safe driving habits.

(5) The Agency Parking Control Office, referred to in this regulation is the Logistics Services Division, Office of Logistics.

(6) Individuals who violate these parking regulations by operating or parking a vehicle illegally will be subject to parking permit revocation or having their vehicle towed away at their own expense, or both.

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(7) Reserved parking spaces are reserved at all times from 0730 to 1600 daily, Monday through Friday, or at any times that may be posted by the guards. Employees arriving at work after 1600 may park in any vacant space not reserved, but must display a parking permit.

(8) No person shall park in designated loading areas. Standing is permitted only when loading or unloading specially authorized official material and equipment."

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